

**EXPENDITURE REPORT – DIRECT HAZARD CONTROL COSTS**  
**INSTRUCTIONS FOR CSD 950C (Rev. 1/07)**

**HEADING**

Enter the name of your agency, the contract number, month of the report period, name and telephone number of the person preparing the report.

**PROJECT INFORMATION**

- Column 1. Enter the address for each unit where services have been provided. If there is more than one unit in a project, dittos may be used for the project address and the apartment/unit number/letter of each completed unit should be entered.
- Column 2. Enter the project number your agency assigned the unit. The project number should start with the three-digit initials for your agency. (The initials for each agency are: CRP, ESO, MAR, RED and SBC.) Follow these initials by a hyphen and a three-digit number. For example, if the agency is ESO, the first unit enrolled should be assigned the number ESO-001, the second unit enrolled should be assigned the number ESO-002, and so on. If a unit drops out of the program before completion, the unit still keeps its sequential number, and the next unit takes on the next consecutive number.
- Column 3a. Enter the total number of days the tenant/owner was relocated. The maximum number of days is four unless otherwise approved by CSD.
- Column 3b. Enter the actual amount provided to the tenant/owner for lodging. Refer to CSD's Relocation Guidance Policies to determine amount allowable for lodging expenses.
- Column 3c. Enter the actual amount provided to the tenant/owner for food. Refer to CSD's Relocation Guidance Policies to determine amount allowable for food expenses.
- Column 3d. Enter the actual amount provided to the tenant/owner for transportation. Refer to CSD's Relocation Guidance Policies to determine amount allowable for transportation expenses.
- Column 3e. Enter the actual amount provided to the tenant/owner for other expenses such as incentives, kennel costs for indoor pets, etc. Refer to CSD's Relocation Guidance Policies to determine type and amount allowable.
- Column 4. Enter the actual cost of interim controls/abatement provided to the unit. For multiple unit dwellings, costs for exterior and common areas should be added and divided by the number of units. The average cost per unit should be added to the cost of each unit.
- Column 5a. Enter an "X" mark indicating that the unit passed clearance inspection.
- Column 5b. Enter the actual cost paid to the independent third party clearance inspector to conduct the clearance inspection.
- Column 6. Enter the actual cost of EBL reserve provided to the unit. EBL reserve can only be used when unit is referred by CLPPP and the amount for Interim Controls/Abatement services exceeds contract average.
- Column 7. Enter the total amount requested for reimbursement for each unit. This amount is the cost of providing services to the unit listed under Columns 3b-3e, 4, 5b, and 6.

- Lines 1-14. Enter the information described above for each unit/group of units in Columns 1-6. A unit may be included on multiple monthly reports if different tasks were completed during different months. For example, one month the inspection may be completed on a unit and the HDP project design may be completed the following month. If tasks for a unit are completed over multiple months the agency should verify that only the tasks completed during the current reporting period are included on the current report.
- Line 15. Enter the expenditure totals for Columns 3b-e, 4, 5b, 6, and 7.